



CURRICULUM COMMITTEE MEMBERS

Jane Witucki
Chairperson
Curriculum Committee

Aracely Aguiar
Acting Vice President
Curriculum

Alma Narez-Acosta
Counseling

Celena Alcalá
Acting Dean of Academic
Affairs

Anna Chiang
Computer Science

Jason Coleman
Travel

Carmen Dones
Allied Health

Nuala Lincke-Ivic
Language Arts

Adriana Martinez
Articulation Officer

Colleen Matsuhara
Health & Kinesiology

Martin Nee
Applied Technology

Aimee Preziosi
Social Sciences

Matt Robertson
Mathematics

Laura Peterson
CEMA

Marlene Shepherd
Social Sciences

Joyce Sweeney
Humanities & Fine Arts

Susan Trujillo
Library

Pat Zuk
Science

Kimberly Davillier
Administrative Aide,
Curriculum

WEST LOS ANGELES COLLEGE
CURRICULUM COMMITTEE MEETING

November 17, 2015
1 to 3:00pm in SSB 414
REGULAR MEETING
MINUTES

Table with 2 columns and 8 rows listing attendees: Alma Narez-Acosta, Matt Robertson, Anna Chiang, Marlene Shepherd, Jason Coleman, Joyce Sweeney, Adriana Martinez, Pat Zuk, Colleen Matsuhara, Nancy Brambia, Martin Nee, Allison Tom-Miura, Aimee Preziosi.

The meeting was called to order at 2:11pm

I. ORGANIZATIONAL ITEMS – 5 MIN – ACTION

Approval of the agenda Sweeney/Matsuhara UNAN

Approval of the minutes for October 20, 2015. Coleman/Chiang UNAN

II. PUBLIC SPEAKERS:

Speakers may speak no more than 2 minutes on any agenda item not yet discussed. None

III. CURRICULUM MATTERS:

1. Approval of courses updated, created, archived or reinstated – Action (Witucki) Shepherd/ Narez-Acosta UNAN

NOTE: Correct VOC ED 313CE to 034CE. Course number was listed incorrectly on 10/19/15 COR list.

ADD: ECD#46730 MGMT 001 UPDATE – omitted from the list of CORs reviewed

REMOVE: ECD 46502 VOC ED 315CE – was already approved on 10/20/15

2. Travel and Hospitality Program changes – Action (Coleman) Adriana Martinez asked Jason to come to a counseling meeting to make sure the counselors understood the proposed changes. Nee/Shepherd UNAN

3. Reduce the number of signatures needed for COR approval on courses that have gone thru the full signature approval process within the last year.



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- Action (Witucki) Coleman/Narez-Acosta UNAN

Approvals signatures for C-ID only updates will be:
Curriculum Chairperson
Articulation Officer
Curriculum Dean
District

Approval signatures for SLO Addendum only updates will be:
Curriculum Chairperson
SLO Coordinator
Curriculum Dean
District

4. Computer Science Information Technology Orientation and Foundational Skills Certificate of Completion – Action (Chiang) This is a workforce prep certificate made up of 4 non-Credit courses which may lead to a career in the CSIT field. Coleman/Shepherd UNAN

IV. REPORTS:

1. Distance Learning Strategy updated Not submitted
2. Updating Prerequisites - Witucki Form was created to make it easier to track changes to Prerequisites, GE courses, and the college catalog.
3. C-ID update on conditional, expired and not approved courses – Martinez No changes
4. Accreditation Standard review - Aguiar Postponed
5. College Catalog – Aguiar Postponed
 - a. How often should courses listed in the catalog be offered (truth in advertising)?
 - b. If offered infrequently should a disclaimer be added such as: “Offered once every six years.”
 - c. Aligning all classes, degrees, and certificates with the catalog
6. New Program Development and Approval Handbook will be posted to the Curriculum web site.
 Note: Handbook was emailed on 10/13/15. This is just an FYI. Approved by the committee for posting on the school web site.
7. An additional Fall 2015 Curriculum meeting was scheduled as requested.



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COR's must be submitted by 11/23/15

Tech Review for Create, Adopt, or Reinstate courses Monday,
11/30/15, 1-3pm in CE 105A

Mini Curriculum meeting Tuesday, 12/1/15, 12:45 – 1:15pm,
SSB 414

8. Regular Spring 2016 Curriculum Committee meetings have already been
confirmed. Dates are listed below.

The Spring semester begins 2/8/16. Academic Senate meets on 2/9 and
2/23 which only leaves 2/16/15, the Tuesday after a 4 day weekend, for a
possible meeting. SSB 414 is not available. If the committee would like to
meet in February I will find another space. Committee requested scheduling
a meeting on 2/16/16. Chairperson will find another room. Anna Chiang
said that CE 222 is available.

9. District Academic Senate Executive Committee approved: Ensuring
Effective and Efficient Curriculum Processes – An Academic Senate White
Paper approved 10/4/2015. Emailed to the committee for review.
Approved by the committee for posting on the school web site.

10. Program Initiation Handbook Reviewed and approved by the committee
for posting on the school web site.

11. Program and Course Approval Handbook – A Summary Reviewed and
approved by the committee for posting on the school web site.

12. Curriculum Facilitators are needed to assist faculty in writing or
updating course outlines of record, making sure the CORs are aligned with
PLOs and SLOs, and helping to create sample syllabi for departments.
ECD training can be scheduled in December and/or January.
Please schedule a training in December.

13. District TBA Form in ECD now available as an attachment. Existing
courses offered as TBA do not need to go back and fill out the form. Form
will be submitted with course updates.

14. DCC Report (Witucki)

IV. ADJOURNMENT

Committee meeting was adjourned at 1:52PM



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Curriculum Committee Meetings

SSB 414, 1 – 3pm

FALL 2015: 12/1/15

SPRING 2016: 3/15/15, 4/19/15, 5/31/15

Technical Review

CE 105A, 1-3pm

For all Adopt, Create or Reinstate courses only

FALL 2015: 11/30/15

SPRING 2016: 3/14/15, 4/18/15, 5/23/15

Course Updates are Tech Reviewed by appointment, x4282